

**Replace section 4-1.07 with:**

#### **4-1.07 VALUE ENGINEERING**

##### **4-1.07A General**

Reserved

##### **4-1.07B Value Engineering Change Proposal**

You may submit a VECP to reduce any of the following:

1. Total cost of construction
2. Construction activity duration
3. Traffic congestion
4. Right-of-way delay or third-party utility delay
5. Public impact

Before preparing a VECP, meet with the Engineer to discuss:

1. Proposal concept
2. Permit issues
3. Impact on other projects
4. Project impacts, including traffic, schedule, and later stages
5. Peer reviews
6. Overall proposal merits
7. Review times required by the Department and other agencies

The VECP must not impair the project's essential functions or characteristics, including:

1. Service life
2. Operation economy
3. Maintenance ease
4. Desired appearance
5. Design and safety

The VECP must include:

1. Description of the Contract specifications and drawing details for performing the work and the proposed changes.
2. Itemization of Contract specifications and plan details that would be changed.
3. Detailed cost estimate for performing the work under the existing Contract and under the proposed change. Determine the estimates under section 9-1.04.
4. Deadline for the Engineer to decide on the changes.
5. Bid items affected and resulting quantity changes.

Submit a VECP using the Value Engineering Change Proposal Submittal form to the Engineer and the electronic mailbox on the form. The Engineer will acknowledge receipt of a VECP within 5 business days.

The Department makes every effort to consider a VECP. If a VECP is similar to a change in the plans or specifications being considered by the Department at the time the proposal is submitted or if the proposal is based on or similar to plans or specifications adopted by the Department before Contract award, the Department may make these changes without VECP payments. A VECP concept based on an alternative not chosen, but contemplated by the Department before bid, will be considered as a VECP.

If the Department does not approve a Change Order before the deadline stated in the VECP or other date you subsequently stated in writing, the VECP is rejected. The Department does not adjust time or payment for a rejected VECP.

The Department decides whether to accept a VECP and the estimated net construction-cost savings from adopting the VECP or parts of it. The Department may require you to accept a share of the investigation cost as a condition of reviewing a VECP. In determining the estimated net construction-cost savings, the Department excludes your VECP preparation cost and the Department's VECP investigation costs,

including parts paid by you. After written acceptance, the Department considers the VECP and deducts the agreed cost of the investigation.

If the Department accepts the VECP or parts of it, the Department issues a Change Order that:

1. Incorporates changes in the Contract necessary to implement the VECP or the parts adopted
2. Includes the Department's acceptance conditions
3. States the estimated net construction-cost savings resulting from the VECP
4. Adjusts the payment so that the Change Order results in a credit to the Department of 50 percent of the estimated net construction-cost savings, except if the VECP provides a reduction in traffic congestion or avoids traffic congestion

If a VECP providing for a reduction in traffic congestion or avoiding traffic congestion is accepted by the Department, the Department adjusts the payment that results in a credit to the Department of 40 percent of the estimated net construction-cost savings attributable to the VECP. Submit detailed traffic handling comparisons between the existing Contract and the proposed change, including estimates of the traffic volumes and congestion.

If a VECP providing for a reduction in working days is accepted by the Department, 50 percent of the reduction is deducted from the Contract time.

The Department may apply an accepted VECP for general use on other contracts.

If an accepted VECP is adopted for general use, the Department pays only the contractor who first submitted the VECP and only for the contracts awarded to that contractor before the submission of the accepted VECP.

If the Department does not adopt a general-use VECP, an identical or similar submitted proposal is eligible for acceptance.

#### **4-1.07C Preconstruction Value Engineering Meeting**

You may request a preconstruction value engineering meeting by submitting a request after Contract approval and before the start of Contract time.

The preconstruction value engineering meeting creates opportunity for the Contractor and Department personnel involved in daily construction of the project to examine the Contract prior to the start of Contract time to identify potential cost or time saving proposals.

The Department offers the preconstruction value engineering meeting to:

1. Allow real-time feedback on ideas from either the Contractor or Department construction personnel
2. Expedite the process of developing and approving a VECP

The Department may postpone the start of Contract time based on the time required to develop and obtain approval of the VECP if:

1. Meeting results in a viable conceptual VECP
2. Project critical path method schedule is affected

Postponement of the start of Contract time does not apply to a cost-plus-time Contract.

#### **4-1.07D Value Analysis Workshop**

Section 4-1.07D applies to a non-building-construction contract with a total bid of over \$5 million.

You may request a value analysis workshop by submitting a request after Contract approval.

The Department offers a value analysis workshop to:

1. Identify value-enhancing opportunities
2. Consider changes to the Contract that will reduce the total cost of construction, construction activity duration, or traffic congestion without impairing the essential functions specified for a VECP in section 4-1.07B

If the request is authorized, you and the Engineer:

1. Schedule a value analysis workshop
2. Select a facilitator and workshop site
3. Agree to other workshop administrative details

The workshop must be conducted under the methods described in the Department's *Value Analysis Team Guide*. For the guide, go to the Department's Division of Design website.

The facilitator must be a certified value specialist as recognized by the Society of American Value Engineers.

The Department reimburses you for 1/2 of the workshop cost. The workshop cost is the sum of the workshop-facilitator cost and the workshop-site cost. The Engineer determines the workshop cost based on the facilitator and workshop-site invoice prices minus any available or offered discounts. The Department does not reimburse you for any other associated costs.